



PORTERVILLE DEVELOPMENTAL CENTER

JOB OPPORTUNITY BULLETIN

PEACE OFFICER II, DEVELOPMENTAL CENTER

SALARY RANGE:	\$4,085 - \$5,316 + R/R \$800
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Office of Protective Services
FINAL FILING DATE:	Continuous Until Filled
JOB CONTROL:	JC-17373

DESCRIPTION OF DUTIES: OPS has 4 positions available. Under the direction of the Department of Developmental Services (DDS), Office of Protective Services (OPS) Commander, the Peace Officer II (POII) is responsible for the supervision of the Peace Officer is (POI) at a developmental center/community facility (DC/CF).

As a sworn peace officer under the authority of the California Penal Code Section 830.38, the POII performs a range of duties expected of a first line supervisor; including but not limited to: enforcing and maintaining law and order at a DC/CF; plans, organizes and directs the overall security policies and programs necessary for the protection of persons and property. The POII is responsible for overseeing the activities of the POI's, who are responsible for the daily tasks associated with the facility operation.

The POII is responsible for staffing and ensuring that training requirements are met in accordance with Department mandates and the Commission on Peace Officer Standards and Training (POST). The POII prepares written reports, reviews all written reports, maintains record control systems, identifies personnel issues and equipment needs, establishes office protocols as required, and reports all serious or unusual situations. The POII may perform other duties as required by his or her supervisor.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, reinstatement, or employee transfers) or be list eligible as a result of taking an examination. The Medical Director's Office is also willing to accept Retired Annuitant applications.

HOW TO APPLY: Submit a completed standard state application (STD. 678), Copy of POST, and the Criminal Record Supplemental Questionnaire by the Final Filing Date. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. **NOTE:** All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at www.calhr.ca.gov

Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Porterville Developmental Center
 Human Resources Personnel Examination and Recruitment
 P.O. Box 2000
 Porterville, CA. 93258
 26501 Ave. 140
 Porterville, CA. 93257
 (559)782-2322 or (559)782-2325 (Contact Cecelia Goucher or Gina Lopez for questions specific to the essential functions of the position only).